

## BOWLS SCOTLAND BOARD NON-EXECUTIVE DIRECTOR – ROLE DESCRIPTION

<b>Role Title</b>	Non-Executive Director
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>• Bowls Scotland Chair and Board Directors</li> <li>• Bowls Scotland CEO and staff</li> <li>• Clubs and volunteers</li> <li>• External agencies</li> <li>• sportscotland</li> </ul>
<b>Purpose</b>	To provide strategic governance and leadership to support the organisation in the fulfilment of its strategy.
<b>Commitment</b>	<p>Per year, approximately four 2-hour online Board meetings, two in-person Board away days, Bowls Scotland online AGM, and annual review meeting with Chair. Preparation time ahead of Board meetings and away days.</p> <p>Outside of Board meetings, read and respond to emails including out-of-meeting papers and Board decisions.</p> <p>Communication with Chair and CEO as required.</p> <p>Additional involvement in any events, sub-committees, working groups and meetings with staff, members and partners will depend on any specific additional responsibilities agreed between you, the Chair, wider Board and CEO.</p>
<b>Conditions of Appointment</b>	Non-Executive Directors are appointed for an initial period of four years, with a maximum of two terms of four years. Appointments are subject to approval at the Annual General Meeting.
<b>Remuneration</b>	Board member positions are voluntary and not remunerated but reasonable travel and subsistence expenses will be reimbursed.

### Key Responsibilities:

- Contribute to the strategic governance and leadership of the organisation:
  - Provide strategic leadership and direction, taking a shared responsibility for monitoring progress made towards achieving the organisational strategy and objectives.
  - Contribute positively to Board meetings.
  - Take shared responsibility for corporate governance issues, including financial matters, legal issues, risk management and wellbeing and protection issues.
  - Take on individual governance responsibilities (e.g. Board lead for equality, anti-doping or child protection) as agreed with you, the Chair, wider Board and CEO.
  - Join sub-committees or short-term working groups as agreed with you, the Chair, wider Board and CEO.
  - Participate in annual appraisals for all Board Directors.
  - Participate in appropriate Board learning and development opportunities.
  - Promote Bowls Scotland and occasionally represent the organisation at formal and informal functions and meetings.
  - Uphold the values of Bowls Scotland, as an appropriate role model and promote equality and diversity for all its members, staff and other stakeholders
  - Maintain knowledge of and adhere to the published Bowls Scotland policies.
  - To exercise all reasonable care and judgement, to uphold the highest standards of integrity and probity, and to safeguard the name and reputation of the Company.

The above role description will be subject to review to reflect the needs of the Bowls Scotland.



## **BOWLS SCOTLAND BOARD DIRECTOR – PERSON SPECIFICATION**

### **WORK AND OTHER RELATED EXPERIENCE**

#### **Desirable**

- Experience as a member of or engaging with Boards or operating at a similar senior level.
- Experience relevant to skills gaps identified through the current Board skills audit (outlined in advert).
- Experience of membership organisations.
- Experience as a player, administrator, coach or volunteer within bowls.

### **KNOWLEDGE, TRAINING & QUALIFICATIONS**

#### **Essential**

- Basic IT competence (e.g. email, Microsoft documents).

#### **Desirable**

- Knowledge relevant to skills gaps identified through the current Board skills audit (outlined in advert).
- Knowledge of the lawn bowling landscape and infrastructure.

### **SKILLS / ATTRIBUTES**

#### **Essential**

- Able to work a part of a team.
- Willing to positively represent Bowls Scotland and work in line with the organisations values and policies at all times.
- Ability to provide independent, clear, strategic input to the Board.
- Capable of providing timely and balanced advice. Pragmatic with a clear and focused judgement.
- Flexibility to adapt to changes within the organisation.
- Ability to link business requirements to solutions and contribute to appropriate policies and procedures for the organisation
- Strong creative, strategic, analytical, and organisational skills.
- Innovative problem solver and strategic and lateral thinker.

#### **Current skills gaps**

We are particularly keen to add these skills to our Board:

- Income generation (e.g. sponsorship, fundraising)
- Marketing, branding and communications
- Digital transformation to support internal operations and external engagement and membership services
- Legal